

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Date: November 1, 2011

Time: 8:55 a.m.

Location: Circuit Breaker School, Peru, Illinois

Type of meeting: Public Hearing on L.E.A.S.E. Calendar Waiver

Motion made by: Dr. Abrell

Motion: To call the public hearing to order

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Abrell, Pillion, Misener and Prusator

"Nays" – none.

Action: Passed

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Jeff Prusator

Members in attendance:

1. Dr. Lane Abrell
2. Mr. Eric Misener
3. Mr. Michael Pillion
4. Mr. Jeff Prusator

Members absent

1. Ms. Carolyn Koos
2. Dr. Christina Leahy
3. Dr. Kevin Myers

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director

Summary of discussion: Ms. Chapman reported that the public hearing was being held to consider a proposed waiver of school code mandates pursuant to Section 105 ILCS 5/24-2 concerning the designation of school holidays. If approved, this waiver would have no expiration date and would not need to be renewed.

There was no public comment.

Motion made by: Dr. Abrell

Motion: To close the public hearing

Motion seconded by: Mr. Pillion

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

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Open Meeting Minutes

Date: November 1, 2011

Time: 9:00 a.m.

Location: Circuit Breaker School, Peru, Illinois

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Jeff Prusator

Roll call indicated

Members in attendance:

1. Dr. Lane Abrell
2. Mr. Eric Misener
3. Mr. Michael Pillion
4. Mr. Jeff Prusator

Members absent:

1. Ms. Carolyn Koos
2. Dr. Christina Leahy (arrived shortly after the meeting began)
3. Dr. Kevin Myers (arrived shortly after the meeting began)

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director
3. Mr. Phil Gassman, Principal, C.B.S.

Reception of Guests and Visitors & Opportunity for Public Comment

The Board welcomed C.B.S. Principal Gassman who reported that the current enrollment is forty-one students. C.B.S. had a student teacher during the first quarter and currently has one during the second quarter working with the High School classroom community. Additionally, one student is at CBS for the entire first semester completing her practicum. Annual health screenings were held for staff members. The annual fire drill went well. CBS started the AIMS behavior benchmark assessments. Fourteen students made the honor roll. We were just informed that we received an individual Ripple Effects Software grant that will give us more positive behavioral interventions to use. The Committee thanked Mr. Gassman for his presentation.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on October 4, 2011; September 2011 Bank Reconciliation; Bills, Statement of Position, C.B.S. Activity Fund Report and Approve the destruction of the April 8, 2010 tape-recorded closed session minutes)

Summary of discussion: An additional bill list was shared along with the Statement of Position and Investment Report.

Motion made by: Dr. Abrell

Motion: To approve the Open Session Minutes and Closed Session Minutes from the Board meeting held on October 4, 2011; September 2011 Bank Reconciliation; Bills, Statement of Position, C.B.S. Activity Fund Report and Approve the destruction of the April 8, 2010 tape-recorded closed session minutes

Motion seconded by: Mr. Misener

Roll Call: "Yeas" – Abrell, Misener, Pillion and Prusator

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Adopt a resolution regarding the waiver of school holidays.

Summary of discussion: Ms. Chapman reported that the resolution will allow L.E.A.S.E. to waive school holidays for the reasons stated if we so choose.

Motion made by: Dr. Abrell

Motion: To adopt the following resolution:

WHEREAS: L.E.A.S.E. currently has an approved request for modification of 105 ILCS 5/24-2 to enable the Alliance to treat specific holidays as commemorative holidays with student/staff present and . . .

WHEREAS: the term of the modifications will expire at the conclusion of the 2011-12 school year, therefore be it. . .

RESOLVED: to continue to waive the following legal holidays as required under Public Act 96-640: the Birthday of Martin Luther King, Jr., the Birthday of President Abraham Lincoln, the Birthday of Casimir Pulaski, Columbus Day and Veteran's Day in order to hold school, schedule teachers' institutes (full or half day), conduct parent-teacher conferences, or conduct staff development (in-service) activities.

Motion seconded by: Mr. Pillion

Action: Passed

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve changes to the L.E.A.S.E. Executive Committee Meeting calendar for 2011-12;

Summary of discussion: As discussed at last month's meeting, there are a number of districts on vacation April 3rd. We need to reschedule our April meeting in order to have a quorum present. April 10th seems to work for the majority of the Executive Committee members.

Motion made by: Mr. Pillion

Motion: To approve changing the previously scheduled L.E.A.S.E. Executive Committee meeting date from April 3 to April 10.

Motion seconded by: Mr. Misener

Action: Passed

Voice vote : "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Adopt a resolution offering Executive Committee support of the Regional Offices of Education

Summary of discussion: This resolution is similar to those many districts have adopted in support of our ROE's. In addition, Ms. Chapman encouraged L.E.A.S.E. staff members to write letters in support of the ROE's and ask their friends to do the same.

Motion made by: Mr. Misener

Motion: To adopt the following resolution:

WHEREAS the following duties are required by the School Code of Illinois to be performed by the Regional Office of Education through State funding and delivered at the local level: issue, register and renew teaching certificates, administer GED testing, approve school calendars, conduct hearings for school district reorganizations, administer truancy intervention programs and Safe School Alternative Education Programs, provide services for homeless students, check bonding of school treasurers, visit and inspect each public school annually, provide courses in safety and first aid for bus drivers and a **hundred** more duties; and...

WHEREAS the Executive Committee believes that the duties of the Regional Office are more practically provided at the local level out of a local office rather than out of a Springfield office, and...

WHEREAS the Executive Committee also believes that the services provided by the Regional Office of Education can be provided for less money out of a local office rather than a Springfield office; and...

WHEREAS the Executive Committee of LaSalle/Putnam Educational Alliance for Special Education (L.E.A.S.E.), LaSalle and Putnam Counties, Illinois, has determined that it

is beneficial to the students and staff of our cooperative and the districts we serve;
therefore be it,

RESOLVED by the Executive Committee of L.E.A.S.E., LaSalle County, Illinois that the Executive Committee strongly supports the REGIONAL OFFICES OF EDUCATION.

Motion seconded by: Dr. Abrell

Action: Passed

Voice vote: "Yeas" – all
"Nays" – none.

Action: Passed

Agenda item: Adopt a resolution regarding IRS regulated changes to the L.E.A.S.E. 403(b) Plan document.

Summary of discussion: Ms. Chapman noted that in order for our 403(b) plan to be in compliance with IRS regulations an amendment is necessary. She recommended the Executive Committee adopt the following resolution allowing the required amendments to be added to our current plan.

Motion made by: Dr. Abrell

Motion: to adopt the following resolution:

WHEREAS Congress and the Internal Revenue Service have issued regulations and guidance that impact the L.E.A.S.E. 403(b) plan, and...

WHEREAS an amendment to the current L.E.A.S.E. 403(b) plan will meet the requirements for compliance with the Pension Protection Act (PPA); the Heroes Earnings Assistance and Relief Tax Act (HEART); and the Worker, Retiree, and Employer Recovery Act (WRERA); therefore be it ...

RESOLVED the PPA, HEART/WRERA Amendment to the L.E.A.S.E. 403(b) Plan (the Amendment) is hereby approved and adopted and that Executive Director of L.E.A.S.E. is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

Motion seconded by: Mr. Pillion

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Adopt a resolution regarding the retirement of a L.E.A.S.E. employee

Summary of discussion Ms. Chapman shared a request from Arlene Hoffman for early retirement under the I.M.R.F. Early Retirement Incentive option. Arlene has been a dedicated L.E.A.S.E. employee for over 25 years, and recently has been the "go to person" for almost all data related activities from required FACTS submissions to Medicaid reimbursement. Her knowledge will be difficult to replace.

Motion made by: Mr. Pillion

Motion: To adopt the following resolution:

WHEREAS The L.E.A.S.E. Executive Committee passed a resolution to open an I.M.R.F. Early Retirement Incentive window beginning December 31, 2012, and...

WHEREAS Arlene Hoffman has officially indicated her intent to retire on December 31, 2012 and participate in the I.M.R.F. ERI option, therefore be it formally...

RESOLVED to accept with regret Arlene's formal notification of her pending retirement as a formal letter of resignation effective December 31, 2012.

Motion seconded by: Dr. Abrell

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Authorize the Director to accept a proposal for snow removal services for the L.E.A.S.E. office parking lot.

Summary of discussion: Ms. Chapman shared that last year we accepted updated bids for snow removal services at both the Ottawa and Peru buildings. Unfortunately, the small company that plowed our office lots will not be able to plow for us this year due to the death of the owner. As a result, she requested proposals from three area businesses. Two submitted proposals were received. She recommended that the Executive Committee accept the proposal from Noah's Ark Carpentry for snow removal services for the 2011-12 winter season.

Motion made by: Mr. Misener

Motion: To accept the proposal from Noah's Ark Carpentry for snow removal services for the 2011-12 season.

Motion seconded by: Dr. Abrell

Roll Call: "Yeas" – Misener, Abrell, Pillion and Prusator

"Nays" – none.

Action: Passed

Agenda item: Authorize the Director to accept a three year proposal from Commercial Electronic Systems, INC. to monitor the fire alarm system at Circuit Breaker School

Summary of discussion: Ms. Chapman shared that we are required to have our fire alarm systems tested by an outside agency each year. By entering into a three year contract with CES, we will avoid increases in cost over the three years and we pay a flat rate, instead of travel and an hourly rate.

Motion made by: Dr. Abrell

Motion: To accept a three year proposal from Commercial Electronic Systems, Inc. to monitor the fire system at Circuit Breaker School

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Abrell, Pillion, Misener and Prusator

"Nays" – none.

Action: Passed

Agenda item: Authorize the Director to establish a L.E.A.S.E. RIF Joint Committee and determine the member representation.

Summary of discussion: Ms. Chapman shared her recommendations for the R.I.F. Committee. The first meeting will be November 29th.

Motion made by: Dr. Myers

Motion: To authorize the Director to establish a L.E.A.S.E. R.I.F. Joint Committee and determine the member representation, excluding any member of the L.E.A.S.E. Executive Committee.

Motion seconded by: Dr. Abrell

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: November 1, 2011

Time: 9:24 a.m.

Location: Circuit Breaker School, Peru, Illinois

A motion was made by Dr. Abrell

And seconded by Mr. Pillion

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Alliance or legal counsel for the Alliance, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Alliance to determine its validity.

Closed Meeting Roll Call: "Yeas" Abrell, Pillion, Leahy, Misener, Myers and Prusator

"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:52 a.m.

Motion to Return to Open Meeting

A motion was made by Dr. Abrell

And seconded by Mr. Pillion

To return to open meeting

Roll Call: "Yeas – Abrell, Pillion, Leahy, Misener, Myers, and Prusator

"Nays" – none.

Action: Passed

Anticipated Action after Closed Session

Summary of discussion: As discussed in closed session.

Motion made by: Dr. Abrell

Motion: to approve the request from Tom Edwards for a leave of absence in accordance with L.E.A.S.E. policy 5:250 solely for the purpose of student teaching.

Motion seconded by: Mr. Pillion

Roll Call: "Yeas" – Abrell, Pillion, Leahy, Misener, Myers and Prusator

"Nays" – none.

Action: Passed

Information Items

Procedural changes 6:235-API Acceptable Use of Electronic Networks and changes to exhibit 6:235-E4 Student Authorization for Electronic Network Access

Mrs. Carretto shared the new procedural changes needed to make sure that we are in compliance with the Children's Internet Protection Act.

Pre-Primary Keys program updates

Mrs. Carretto reported that the program is serving three students aged 3-6 years in the Cooperative and they do have openings. They are starting to use the STAR curriculum to collect data.

Background information for consideration of a second cooperative program for students with autism

Mrs. Carretto shared a summary of the data reviewed in consideration of a second cooperative-wide program for students with autism. This program would serve students 6-9 years of age. At this time twelve students are served in programs outside the Cooperative and it is unknown how many districts would consider returning students to a cooperative run program. More information will be shared at upcoming Board meetings.

Pre-Primary Keys program tuition rates

Ms. Chapman reported that she has had a few inquiries from outside of the cooperative about our Keys program. Currently, there is no policy to address whether a cooperative run program will accept students from other than our member districts. The Committee directed Ms. Chapman to prepare a policy for their review at the December Board meeting.

Circuit Breaker building updates

Ms. Chapman reported that on October 7th, three juveniles were arrested for allegedly setting fire to our shed at CBS. Besides the shed itself, we lost a snow blower, lawn mower, leaf blower, weed eater, and video camera. There was also damage to the building's main electrical feeds, phone lines,

cable lines and 13 windows. She is collecting proposals and working with our insurance company to get all of the damage repaired.

Ms. Chapman also shared that she would like to investigate the possible options available to make the CBS building handicapped accessible. Although we currently do not have any students in either program that have physical disabilities, as a special education cooperative, there is certainly a probability that a student with a physical disability may be appropriate for our program in the future. She believes we could use Medicaid funds to pay for this without adding a financial burden to member districts.

Discuss the preliminary implications of the data received relative to the “Cooperative Status/Needs Assessment Report” used to determine the overall priority needs of the Cooperative and to initiate local district funding requests from L.E.A.S.E. for new local program development

Ms. Chapman reported that we are still waiting for a few districts to submit their completed needs assessments. Currently, several districts responded with tasks they are completing internally to better meet the needs of their students locally. Of the seventeen districts that included comments in the section regarding local programming needs, 8 specifically noted the need for increased programs to serve students of all ages with autism spectrum disorders, 4 indicated a need for more programs for students with emotional disabilities especially for younger students, and two indicated programming for preschool students. Hearing Impaired services for students in grades K-4, increased Speech/Language services, and programs for students with multiple disabilities were identified as well. Besides commenting on the excessive costs for transportation, one district indicated a request for centralized special education transportation and another is evaluating the efficiency of their special education transportation services. Other needs identified include: professional development related to serving students with autism (2), serving students in the least restrictive environment (1), Indicator 13 (1), RtI (2), Life Skills (1), CPI (1), legal updates (1), and paraprofessional trainings(1). Next month Ms. Chapman will bring the Cooperative-Wide Needs Assessment Report for Executive Committee approval prior to distribution to districts.

L.E.A.S.E., Medicaid, I.S.B.E., legislative, legal updates

ISBE

You all should have received the memo from Tim Imler regarding the changes in IDEA funding. The impact on district sub-grants is minimal, and not worth the effort to have districts amend. Although the cooperative budget does not access all of the currently available funds, our reserves are further reduced by this reduction in funding. Overall it was a difference of a little over \$46,000. If preliminary information is correct, and this is to be a trend in federal funding, we will need to look harder to find further ways to cut our overall budget in the future.

LEASE

We have now completed all of the required annual and bi-annual trainings for all L.E.A.S.E. staff members.

The LEASE Improvement Committee is expecting to release Improvement Sub-Committee roles and responsibilities in mid-November which puts us on target for the identified improvement activities for this school year.

Thanks to the work of our Wellness Committee, we more than doubled the participation in our annual LEASE Wellness Screenings.

Coordinator and Preschool Screening Team district evaluation feedback forms will be distributed soon. We appreciate your districts feedback to help us in the evaluation process. It is especially helpful to receive specific comments regarding performance.

Many of the Coordinators attended the Dirty Dozen Special Education Issues Administrator Academy last week. We received a large amount of updated information that coordinators will be disseminating to districts.

Approval of Motion to Adjourn

Motion to adjourn made by Dr. Abrell

Motion seconded by Dr. Myers

Action: Passed

Time of adjournment: 10:15 a.m.

Post Meeting Action

Date minutes approved: December 6, 2011

Date minutes were available for public inspection: December 6, 2011

Date minutes were posted on Alliance website: December 6, 2011

II.

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
2233 6th Street
Peru, Illinois 61354

Telephone 815-220-0740
Fax 815-220-0881

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report

Date: October , 2011

We ended the month with 40 students. We had 2 students enter and 2 students drop this month.

We started a student teacher from Eastern Illinois University for the second quarter and he will be working with the High School classroom community.

We had our Annual Health Screening this month to assist our staff with staying healthy.

The Annual Fire Drill with Peru Fire Department went well with our students and staff exiting the building in an impressive time.

We started the AIMS Behavior Benchmark Assessments this month and the goal is to have all students evaluated by November 1, 2011.

Thank you for your continued support.

CBS Monthly Statistic Report for October 2011

1. New students enrolled for the first time this month:	2
2. Total of all students who were on CBS rolls at anytime this month:	42
3. Number of students on rolls at end of month:	40
4. Number of boys on rolls at end of month:	36
5. Number of girls on rolls at end of month:	4
6. List all students who entered the CBS program this month:	

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Boy	Ottawa H.S. #140	10-19-11
Boy	Oglesby Elem. #125	10-5-11

7. List students returned to sending, or other responsible district, for any reason this month:		
<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>

8. List students staffed to residential or other alternative placement this month:		
<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	Ottawa H.S. #140	10-3-11

9. List students who have dropped and are not included in #7 or #8 above:		
<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	Earlville H.S. #9	10-5-11

<u>Attendance Summary:</u>				
Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
105	-	25	=	80 / 559 = 14.31%

Circuit Breaker School			Absence Report				
		October	2011				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	15	3	0	0	3	20.00%
2	9	15	1	0	0	1	6.67%
3	9	3	0	3	0	3	100.00%
4	40	15	3	5	0	8	53.33%
5	40	15	3.5	1	0	4.5	30.00%
6	40	15	0	0	0	0	0.00%
7	40	15	3	0	0	3	20.00%
8	44	15	2	2	0	4	26.67%
9	44	15	0	0	11	0	0.00%
10	44	15	0	4.5	0	4.5	30.00%
11	122	15	1	0	0	1	6.67%
12	122	15	0	0	0	0	0.00%
13	122	15	1	0	0	1	6.67%
14	124	15	0	0	0	0	0.00%
15	124	15	0	0	13	0	0.00%
16	124	15	0	0	0	0	0.00%
17	124	15	0	0	0	0	0.00%
18	124	15	0	0	0	0	0.00%
19	125	13	0	0	0	0	0.00%
20	140	15	3	0	0	3	20.00%
21	140	15	1	0	0	1	6.67%
22	140	1	0	0	1	0	0.00%
23	140	15	3	0	0	3	20.00%
24	140	5	0	2	0	2	40.00%
25	140	15	4	0	0	4	26.67%
26	141	15	2	0	0	2	13.33%
27	141	15	1	0	0	1	6.67%
28	141	15	0	12	0	12	80.00%
29	141	15	0	0	0	0	0.00%
30	141	15	0	0	0	0	0.00%
31	160	15	2	0	0	2	13.33%
32	160	15	0	1	0	1	6.67%
33	280	15	3	1	0	4	26.67%
34	280	15	1	0	0	1	6.67%
35	280	15	0	2	0	2	13.33%
36	280	15	3	2	0	5	33.33%
37	289	15	1	1	0	2	13.33%
38	289	15	2	0	0	2	13.33%
39	535	15	1	0	0	1	6.67%
40	535	15	2	0	0	2	13.33%
41	535	15	0	0	0	0	0.00%
42	535	15	3	1	0	4	26.67%
	Totals	559	45.5	34.5	25	80	14.31%

STATUS ON BEHAVIORAL INCIDENT REPORTS FOR OCTOBER 2011

Physical Restraints	0
To the floor -	
Not to the floor	
Time-Out Room	6
Self Time-Out in the Area	0
Time-Out in the Classroom	0
Request to see Counselor	0
Injury/Medical	0
Damages	0
Left Building	0
Left Classroom	0
Learning	37
Other	10
<u>Total</u>	53

Explanation of Other: 1. Inappropriate Drawings 2. Making threats 3. Suspected/Admitted drug use
4. Foul Smell/Soiled clothing - 3x's 5. Pills & weapons (metal nail file) 6. Angry outbursta at dismissal
7. Refusal to work/Disrespect to staff 8. Aggression toward staff